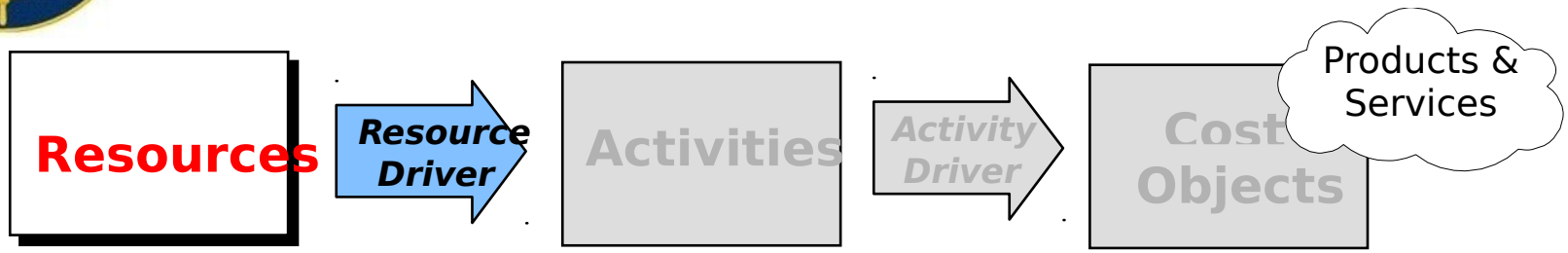
CNRMA Activity-Based Costing Workshop

July 2004

Briefing Agenda

- **ABC/M – Introduction**
- **ABC – Basic Concepts**
- **Implementation - The Way Ahead**
- **Scope and responsibilities**
  - Program impact
  - Key dates and milestones
- **DCT Demo**
- **Break Out Sessions**
  - Organizational involvement
  - Review and validate activity hierarchy based on IMAP 2005
  - Review and validate cost objects (internal/external customers)
  - Identify customers for each activity
  - Review and validate activity drivers to CNRMA
  - Review and validate ABC ORG codes
  - Review external resources

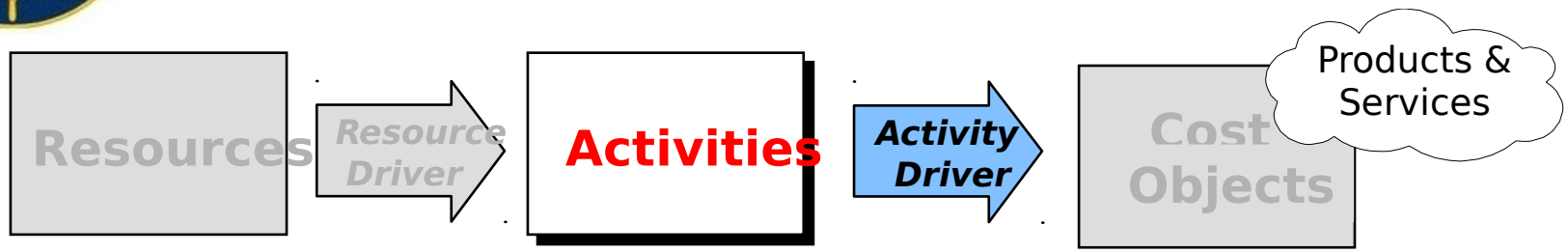
Resources and Resource Drivers



- **Resource Types:**
  - Labor resource (i.e., Civilian and Military pay)
  - Non-labor resource (i.e., utilities, supplies, facilities, contracts, etc.)
  - External resources (e.g., funded outside BOS)

- **Resource Driver:**
  - A measure of the frequency of the demands placed on a resource by activities (i.e. percentage of time, square feet, computer run time, etc.)
  - Based on cause-and-effect relationships between resources and activities

Activities and Activity Drivers



- **Activities:**
  - The work performed within an organization
- **Activity Driver:**
  - A measure of the frequency or level of intensity by which different customers “draw” on the activities

IMAP 2005

Operating Forces Support

Air Operations

Airfield Ops

- Admin & Station Aircraft Operations
- Air Traffic Control
- Aviation Fuel Support
- Ground Electronics
- Airfield Facilities
- Auxiliary Airfield Support
- Passenger Terminal & Cargo Handling

Port Operations

Port Ops

- Berthing & Hotel Services
- Support Craft Ship Moves
- Port Logistics
- Port Operations Center
- Support Craft Berth Days
- Magnetic Silencing
- Spill Response

Operations Support

Other Ops Support

- Weapons
- Healthcare Support

Supply

- Material Management
- Supply Services
- Intra-station Moves

Community Support

Personnel Support

MWR

- Cat A Activities
- Cat B Activities
- Cat C Activities

Child Development

- Child Development Centers
- Child Development Homes
- School Age Care
- Contract Spaces

Galley

- Food Service Contracts
- Galley Operations

Fleet & Family Support

- Deployment Readiness
- Crisis Response
- Career Support
- Retention

Other Community Support

- Overseas Personnel Support
- Museums

Housing

Family Housing

- Management
- Services
- Furnishings
- PPV
- Miscellaneous
- Utilities
- Maintenance

Bachelor Housing

- BH Operations
- BH FF&E
- BH PPV
- Dorms Operations
- Dorms FF&E
- Extended Stay Lodging
- TEMDUINS/TDY Lodging
- Contract Berthing
- PCS Lodging

Base Support

Facility Support

Utilities

- Chiller Plant
- Electrical
- Natural Gas
- Other
- Sewage
- Steam
- Water
- Delivered Fuels
- Compressed Gases

Facility Management

- Facility Investment Planning
- Asset Management
- Collateral Equip
- Real Estate

Facility Investment

- Sustainment
- Restoration & Modernization
- New Footprint
- Demolition
- Combating Terrorism

Facility Services

- Janitorial
- Pest Control
- Refuse Collection/ Recycling
- Other
- Grounds Maint
- Street Sweeping
- Snow Removal

Base Support Vehicle & Equip

- Railway Equipment
- Cranes
- Vehicles
- MHE
- Construction
- Trailers
- Support

Environment

Compliance

- Mgmt & Planning
- Recurring Activities Support
- Non-recurring Activities Support

Conservation

- Recurring Activities Support
- Non-recurring Activities Support

Pollution Prevention

- Recurring Activities Support
- Non-recurring Activities Support

Public Safety

Force Protection

- Law Enforcement
- Physical Security Equipment
- Physical Security Mgmt/Planning
- Antiterrorism
- Harbor Security

Fire & Emergency Services

- Fire Protection Mgmt & Admin
- Fire Protection

Safety

- NAVOSH
- Aircraft Rescue & Fire Fighting
- Explosive Safety
- Traffic Safety
- Recreational/ Off-Duty Safety

Emergency Management

- Regional Emerg Mgmt Coord & Liaison
- Installation Emerg Mgmt
- EM Training
- EM Exercises
- EM Equipment & Sustainment

Command & Staff

Command

- Command Mgmt
- Casualty Assistance/ Honor Guard
- Admin Program
- Religious Programs
- Staff Judge Advocate
- Off of Gen Counsel
- Inspector General
- Public Affairs

Resource Mgmt

- Manpower Mgmt
- HRO
- FECA
- Business Mgmt
- Financial Mgmt
- C&A

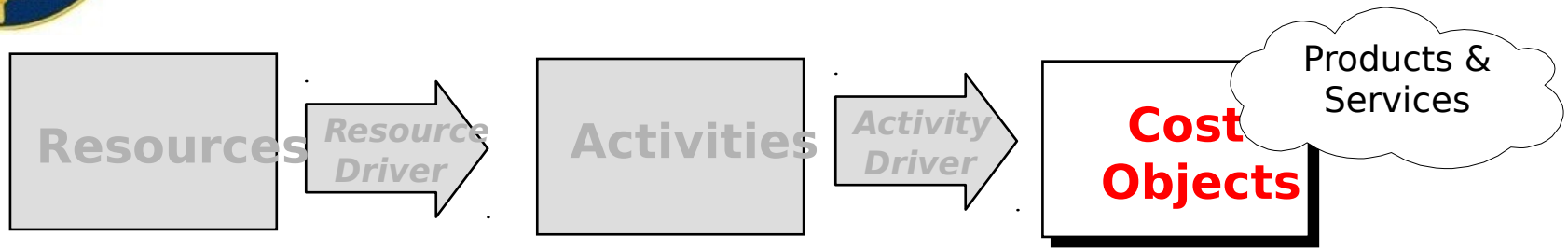
Info Tech Svcs

- IT Support & Mgmt/ Non-NMCI
- NMCI
- Base Communications

Personnel Services

- PASS
- Restricted Personnel Admin
- Brigs
- TPU Operations
- Reserve Coord/ Mobilization
- Training Support

Cost Objects



- **Cost Object:**

  Recipient of product delivered or service provided (i.e., Customers)

- **Customers:**

  Internal Customers:
  - HR
  - Legal
  - Public Affairs
  - Others

  External Customers:
  - Home Ported Ships/subs
  - Visiting Ships/subs
  - Tenants

Traditional Accounting vs. ABC/M

ABCM provides a **new way** of looking at something people are already familiar with, rather than something that is foreign.

Traditional Accounting View

Facilities - Environmental

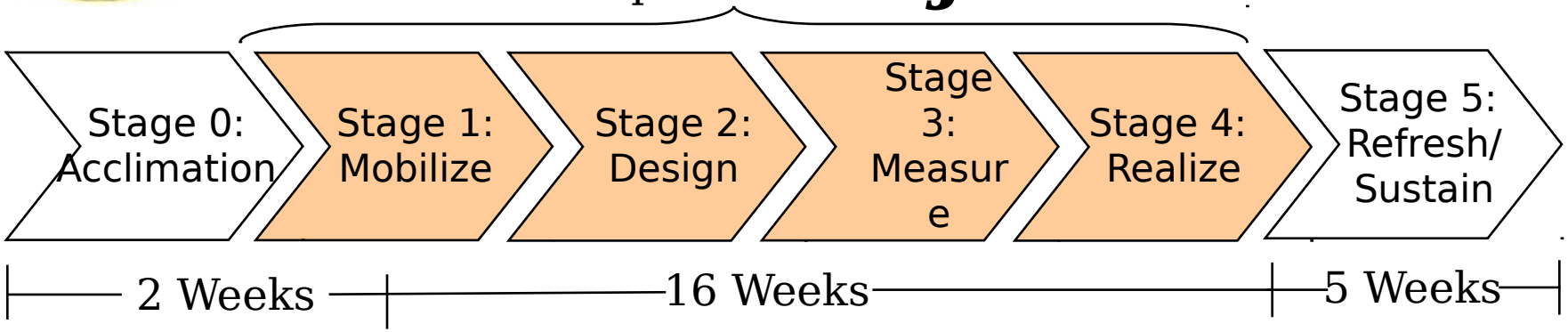
Military	$ 107,570
External Resources	$ 51,600
Civilian Pay	$ 1,591,209
BOS Contracts	$ 2,993,500
Supplies	$ 38,000
Rent & Utilities	$ 710,000
Travel	$ 25,000
Total	$ 5,516,879

Legacy Systems

Activity-Based Costing View

Enforce Environmental Regulations	
Coordinate Environmental Issue Resolution	$
Perform Data Analysis and Reporting	$
Perform Inspection	$ 538,594
Perform Investigations	$
Support Environmental Initiatives	
Coordinate and Provide Environmental Training	$
Perform General Admin	$
Receive Environmental Training	$ 117,089
Implement Environmental Regulations	
Administer Projects	$3,010,100
Perform Envir Permit Review & Oversight	$
Total	$5,516,879

Project Timeline



- Confirm needs & clarify objectives
- Develop detailed project plan
- Establish & train team
- Build awareness
- Define scope and boundaries
- Review source data & information

- Define cost objects & drivers
- Refine activities & drivers
- Validate model architecture
- Develop data collection plan
- Identify secondary or

- Implement Data Collection Tool
- Provide DCT Training
- Conduct first data collection
- Review & validate source data
- Document data sources

- Populate model
- Implement Web-Cognos
- Provide Web-Cognos Training
- Review & validate results
- Provide deliverables

- Update Model
- Repopulate
- Report

Where are we?

lop a Sustainable CNRMA ABCM Capability Leveraging Knowledge Gained at CN
CNFJ, CNRNW, CNRSW, and CNRG

Scope and Responsibilities

- **Define the Region**
- **Identify source data (costs and personnel)**
- **Review and validate activity hierarchy (dictionary) to CNRMA**
- **Review and validate activity drivers to CNRMA**
- **Identify and validate cost objects (i.e., internal and external customers) to CNRMA**
- **Identify customers for each activity**
- **Review and validate ABC ORG codes**

Program Impact

- **Training on the use of the DCT (all personnel)**
  - 2 hour training time (first hour all hands; second hour supervisors)
- **Training on the use of COGNOS PowerPlay (select personnel)**
  - 1 hour training
- **Entry/assignment of labor data (once a month)**
  - Initial assignment takes approximately 20 minutes to create user profile; average commitment after that is <5 minutes every month
  - Supervisors should assist personnel in selecting proper activities for their organization
- **Monthly entry/assignment of non-labor data (select personnel)**
  - Initial assignment takes approximately 20 minutes to create user profile; average commitment after that is 5-10 minutes once a month

Key Dates and Milestones

- **ABC Awareness Briefing** **29 June 2004**
- **ABC Workshops** **12 Jul 2004 – 23 Jul 2004**
- **Distribution/Validation of ABC Products:** **12 Jul 2004 – 23 Jul 2004**
  - Activity hierarchy (dictionary)
  - Activity drivers
  - Cost Objects (internal/external customers)
- **Tentative Training on use of DCT** **1 Sep 2004 – 30 Sep 2004**
- **Data Collection (initial)** **1 Sep 2004 – 30 Sep 2004**
- **Report Development** **6 Oct 2004 – Ongoing**
- **Tentative Training on COGNOS** **8 Oct 2004 – 14 Oct 2004**
- **Brief Command** **12 Nov 2004**
- **Model Sustainment (Contractor Support)** **15 Nov 2004 – 17 Dec 2004**

Key Contact Information

- **ABC website – all briefings and general information**
  - Bulletin Board: https://dct.cpfabc.com/cnrma/bb
- **ABC Helpdesk**
  - Email: abcmhelp@cmar.navy.mil
  - Phone Number: 757-322-3151/ 3152
- **ABC Core Team**

CNRMA	IBM
•Larry Hull (Business Manager)	•Craig Young (Project Manager)
•Brenda Driggers (ABC Lead)	•Pablo Crespo (Functional Lead)
•Carol Yang (Intern)	•Brooke Harrell (Functional)
•Kevin Sobzack (Technical)	•Mike Jewett (Technical Lead)
•David Flynn (Technical)	•Patrick Szymkowicz (Technical)

Organizational Involvement

Tasks for PDs/Business Managers

- **Review and validate activity hierarchy based on IMAP 2005**
  - Coordinate changes to activities and definitions with ABC team
- **Review and validate cost objects (internal/external customers)**
- **Select customers for each activity**
- **Review and validate activity drivers to CNRMA**
  - Two types of customers:
    1. Those who receive delivered services (e.g., fuel delivery/removal)
    2. Those who have access to services (e.g., community programs)

    Examples of drivers for these two types are
    1. # of gallons delivered/removed
    2. Population served (e.g., # of people or FTE)

Organizational Involvement

- **Review and validate activity drivers to CNRMA (cont'd)**
  - Activity drivers are the "draw" on the activity by customers, NOT necessarily the same as activity outputs.
    - Activity: Provide aircraft fire fighting services
    - Activity output: # of fires
    - Activity driver: # of take-offs and landings (sorties)
  - When selecting or validating activity drivers make sure that driver quantity data is readily available (someone should already be collecting this data)
  - Activity driver quantities are populated by a small group of personnel
  - Activity-to-customer assignments are performed in the DCT by the activity "owner"
- **Review and validate ABC ORG code structure**
- **Review external resources**
- **Participation**
  - Is key to a successful ABC implementation
  - All personnel will need to enter labor data once a month once DCT goes live.
  - Supervisor may need to enter group assignment
  - In addition to entering labor data once a month some key personnel will be required to enter non-labor data once a month

Data Collection Tool - Labor Assignment Summary

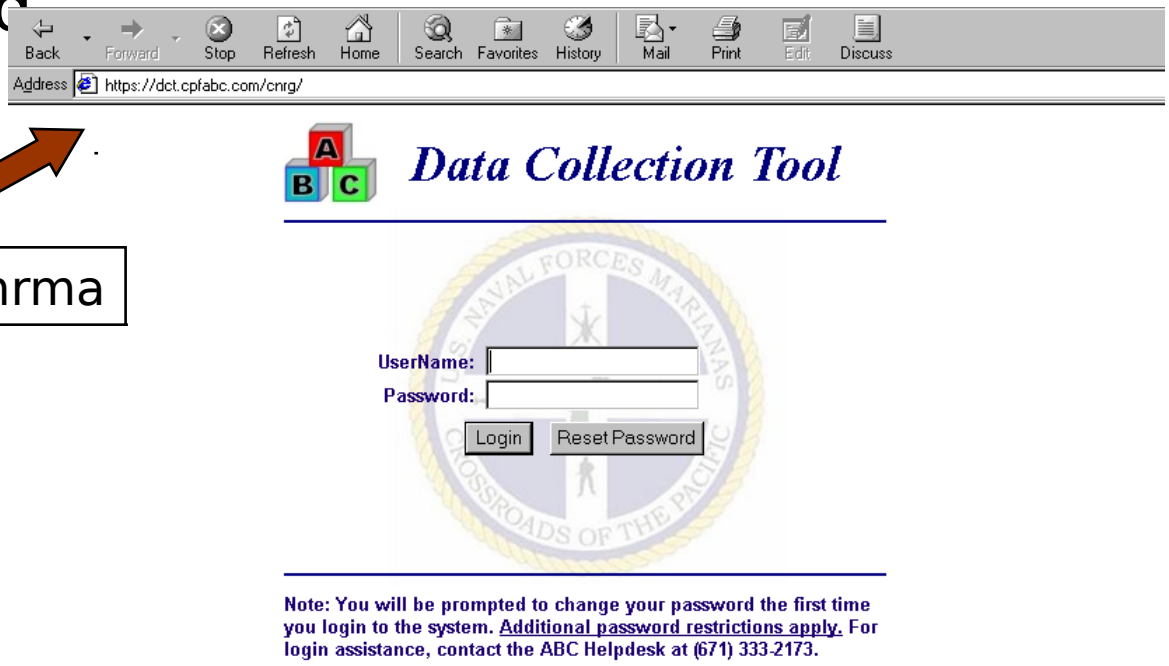
- Access DCT website, Log in
- Select activities performed for that time period
- Enter percentage of time spent on those activities

Supervisors or designated personnel also responsible for completing and submitting group assignment **once** a month and non-labor and activity driver assignments **once** a month

DCT: Assignment Instructions

1. Access Internet, Type DCT Internet address in Address field

https://dct.cpfabc.com/cnrma


Back
Forward
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Edit
Discuss
Address
https://dct.cpfabc.com/cnrg/
Data Collection Tool
UserName:
Password:
Login
Reset Password
Note: You will be prompted to change your password the first time you login to the system. Additional password restrictions apply. For login assistance, contact the ABC Helpdesk at (671) 333-2173.
This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.
Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

DCT: Assignment Instructions

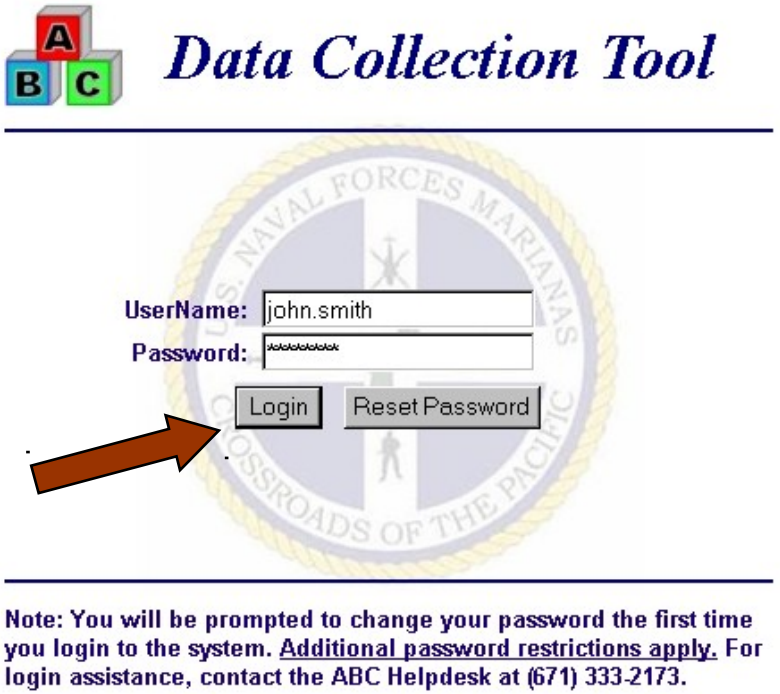
2. Log in

a) Enter Username = First name followed by "." followed by Last name (For example, the user name for John Smith is "**john.smith**")

b) Enter Password = "ABCM" plus the last four digits of S (For example, "**ABCM123**

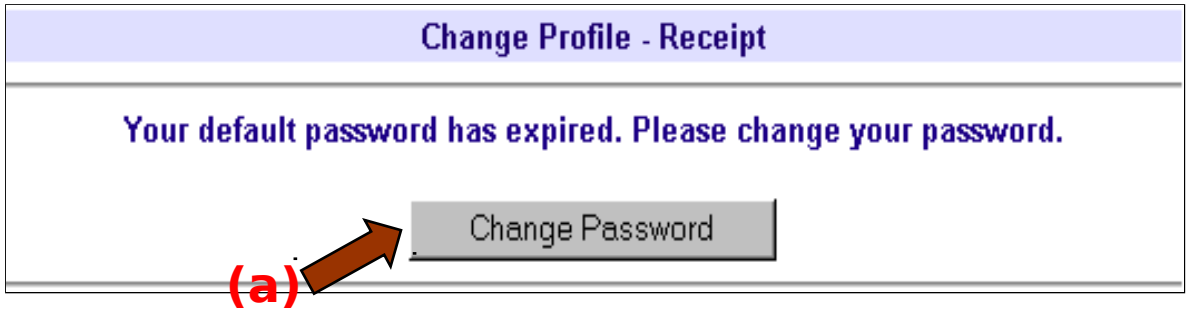
c) Click "**Login**"

- UserName is NOT case sensitive
- Password is case sensitive – must be in all CAPS at first login


Data Collection Tool
UserName: john.smith
Password:
Login
Reset Password
Note: You will be prompted to change your password the first time you login to the system. Additional password restrictions apply. For login assistance, contact the ABC Helpdesk at (671) 333-2173.

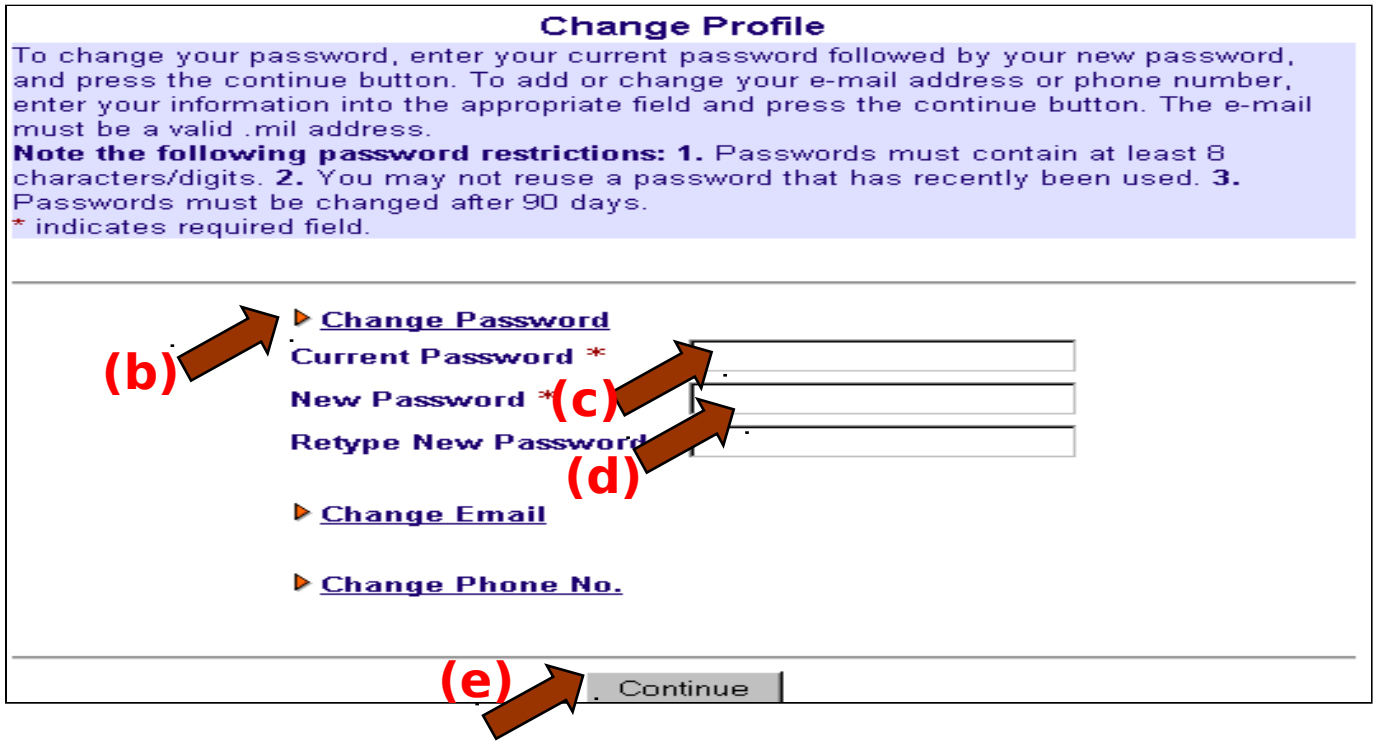
DCT: Assignment Instructions

3. Change Password, The first time a user logs in to the DCT they will be prompted to change their password
   a) Click “Change Password”

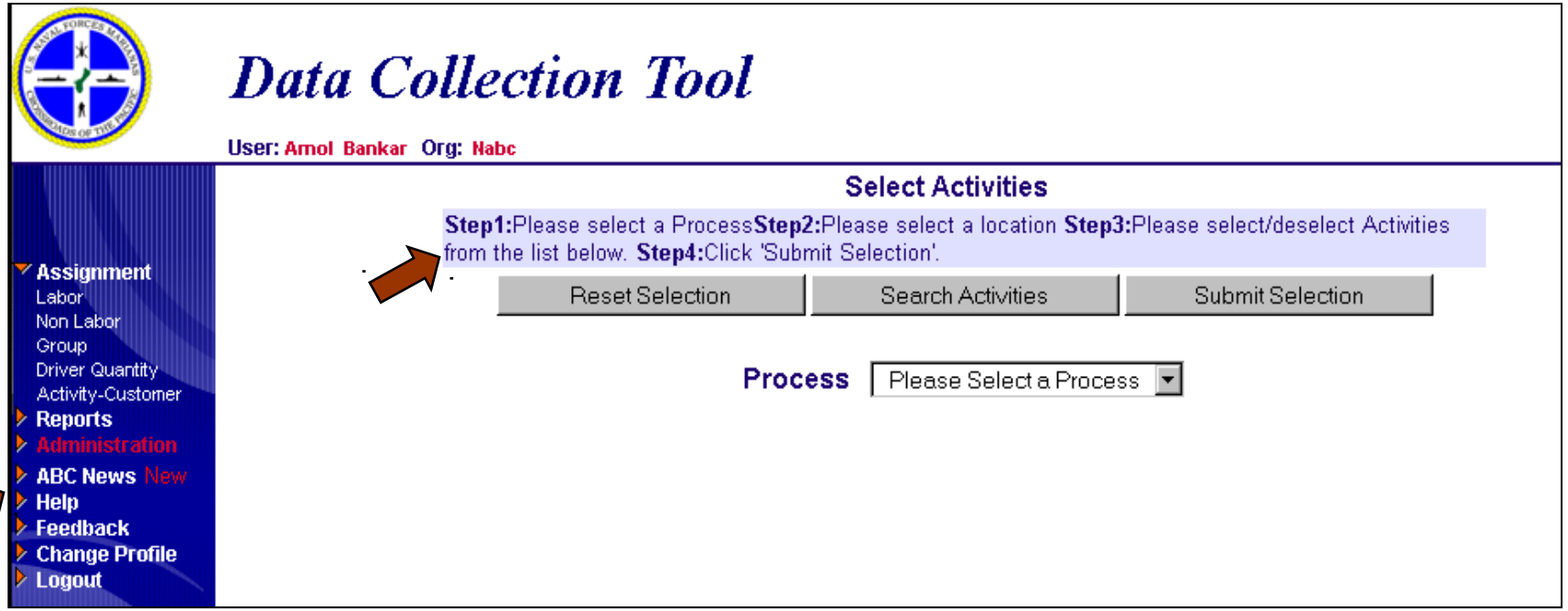


DCT: Assignment Instructions

b) Click Change Password
c) Enter Current Password
d) Enter and Retype New Password
e) Click Continue


Change Profile
To change your password, enter your current password followed by your new password, and press the continue button. To add or change your e-mail address or phone number, enter your information into the appropriate field and press the continue button. The e-mail must be a valid .mil address.
Note the following password restrictions: 1. Passwords must contain at least 8 characters/digits. 2. You may not reuse a password that has recently been used. 3. Passwords must be changed after 90 days.
* indicates required field.
Change Password
Current Password *
New Password *
Retype New Password
Change Email
Change Phone No.
Continue
(b)
(c)
(d)
(e)

DCT: Labor Assignment



Instructions appear underneath the topic for each action

To view Help documents, click Help

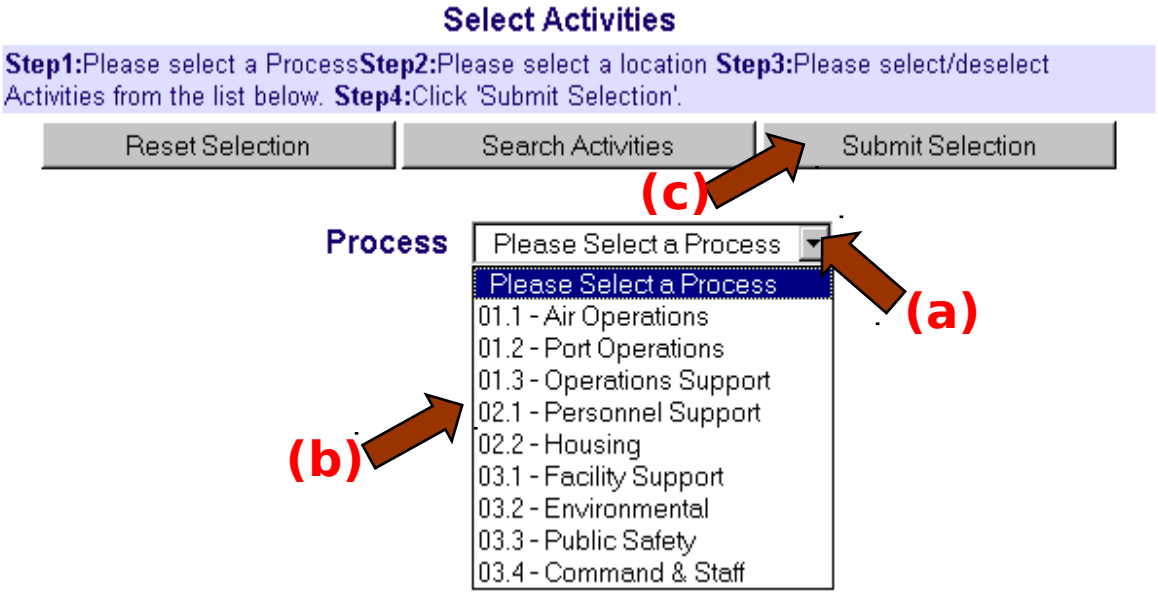
DCT: Labor Assignment

4. Choose Process

a) Click on arrow next to Process box to reveal the Process list

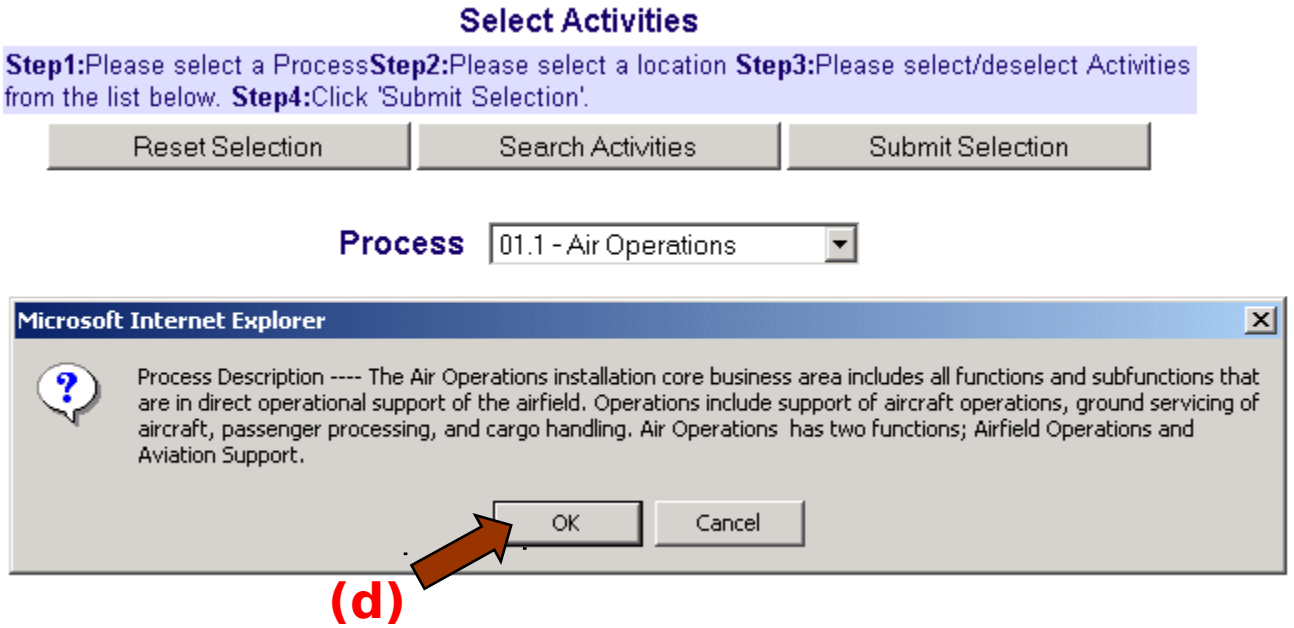
b) Click on Process performed during this period

c) Submit selection to view screen with Activities associated with that Process



DCT: Labor Assignment

d) When you click on a process, its definition will appear. Click "**OK**" to go to the next screen.

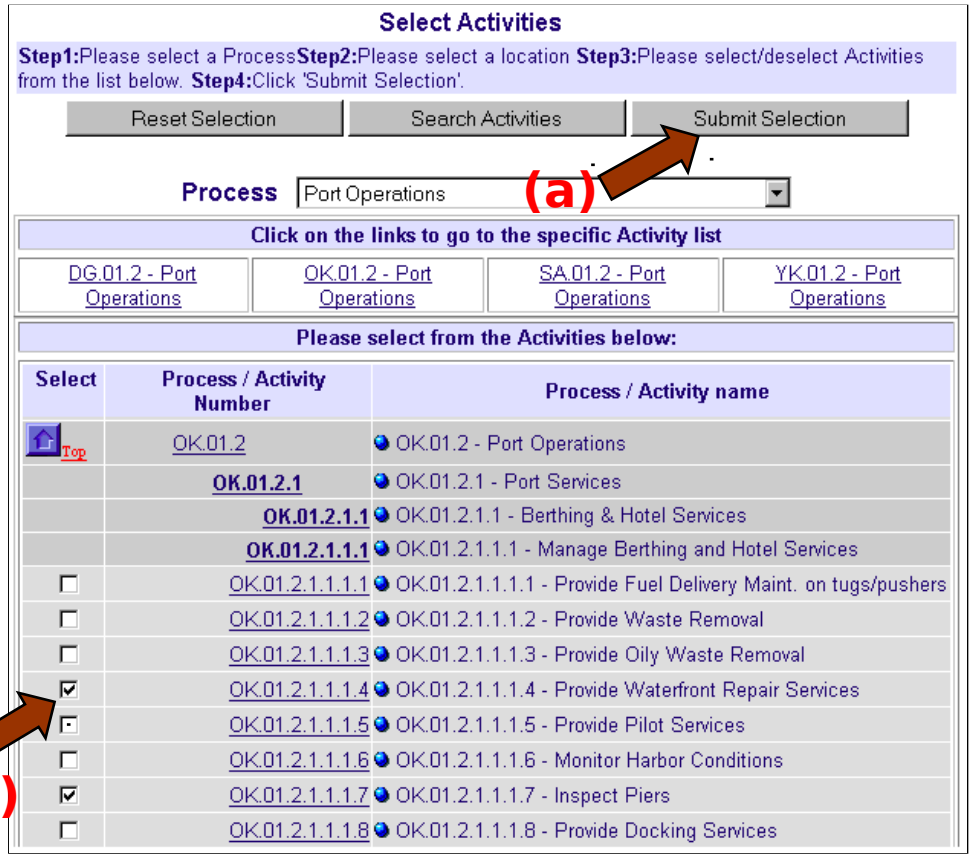

Select Activities
Step1:Please select a ProcessStep2:Please select a location Step3:Please select/deselect Activities from the list below. Step4:Click 'Submit Selection'.
Reset Selection
Search Activities
Submit Selection
Process
01.1 - Air Operations
Microsoft Internet Explorer
Process Description ---- The Air Operations installation core business area includes all functions and subfunctions that are in direct operational support of the airfield. Operations include support of aircraft operations, ground servicing of aircraft, passenger processing, and cargo handling. Air Operations has two functions; Airfield Operations and Aviation Support.
OK
Cancel
(d)

DCT: Labor Assignment

5. Choose Activities

a) Select activities performed by clicking the check box

b) When all activities for this process have been selected, click "**Submit Selection**" or select another process from the drop-down



To conduct a keyword search for activities, click "Search Activities"

To view definitions, click on the underlined process/ activity number or on the blue circle next to the process/ activity name

DCT: Labor Assignment

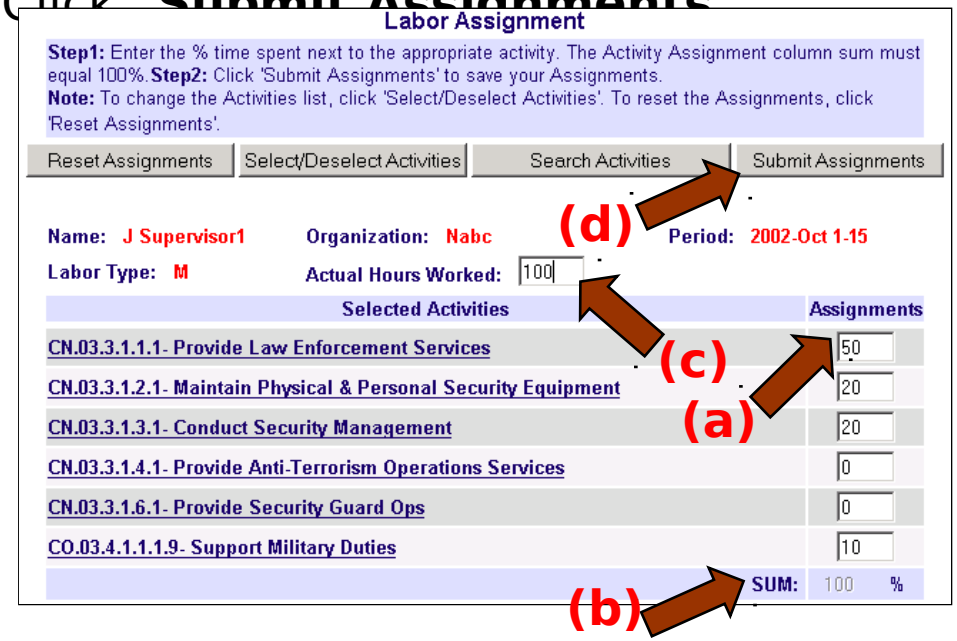
6. Enter percentage of time spent on each activity

a) Click inside box next to activity and enter percentage time spent on each activity for this period

b) Make sure percentages add to 100%

c) Military Personnel *only* enter Number of Hours worked

d) Click "**Submit Assignments**"


Labor Assignment
Step1: Enter the % time spent next to the appropriate activity. The Activity Assignment column sum must equal 100%. Step2: Click 'Submit Assignments' to save your Assignments.
Note: To change the Activities list, click 'Select/Deselect Activities'. To reset the Assignments, click 'Reset Assignments'.
Reset Assignments
Select/Deselect Activities
Search Activities
Submit Assignments
Name: J Supervisor1
Organization: Nabc
Period: 2002-Oct 1-15
Labor Type: M
Actual Hours Worked: 100
Selected Activities
Assignments
CN.03.3.1.1.1- Provide Law Enforcement Services 50
CN.03.3.1.2.1- Maintain Physical & Personal Security Equipment 20
CN.03.3.1.3.1- Conduct Security Management 20
CN.03.3.1.4.1- Provide Anti-Terrorism Operations Services 0
CN.03.3.1.6.1- Provide Security Guard Ops 0
CO.03.4.1.1.1.9- Support Military Duties 10
SUM: 100 %
(a)
(b)
(c)
(d)

To change activity list, click "Select/Deselect Activities"

Military Personnel must enter Number of hours worked in box provided

Assignment sum must = 100 %

DCT: Labor Assignment

7. View Receipt Page and Exit Application

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation menu

DCT: Labor Assignment

Search Activities

a) Click on “Search Activities”

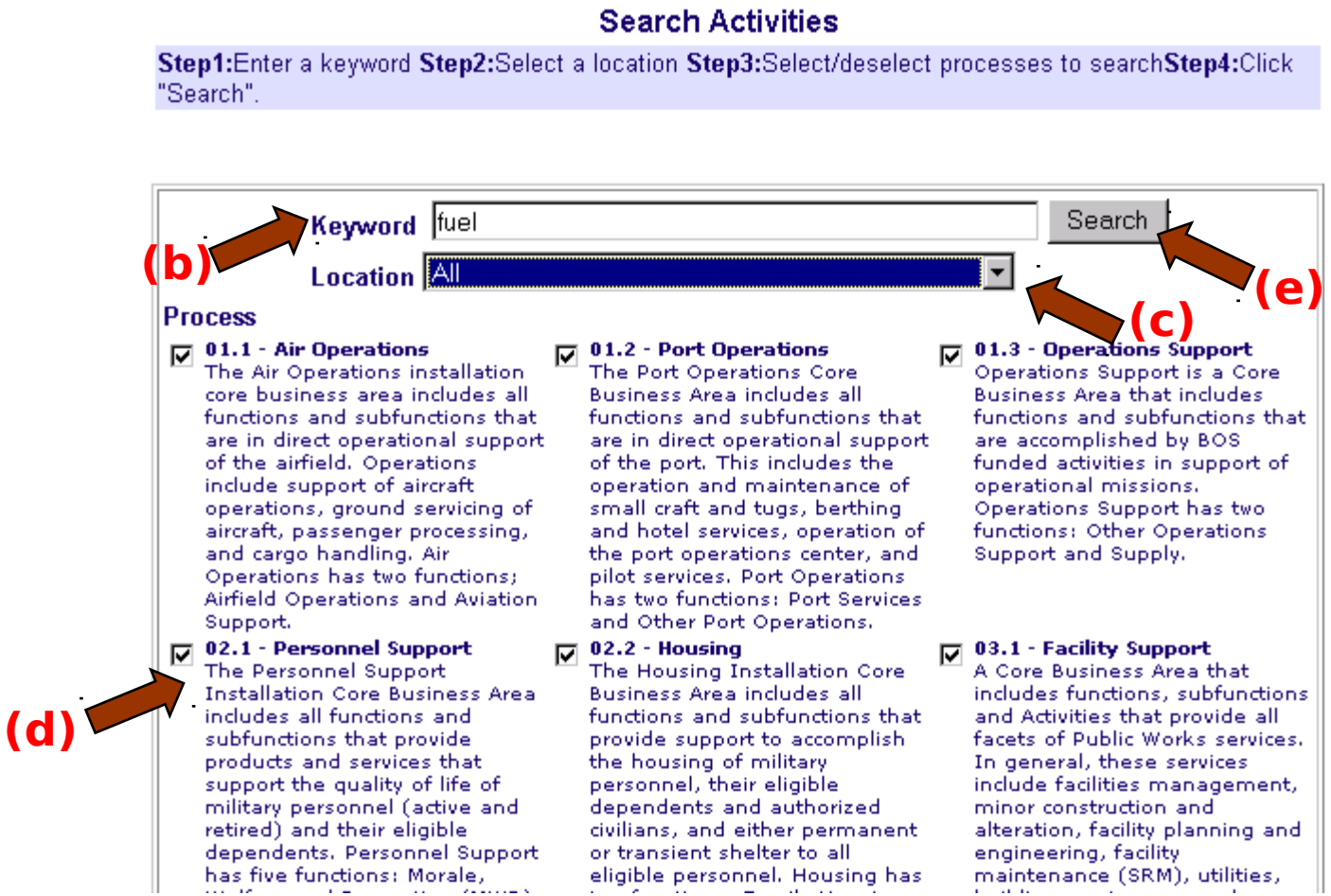
b) Enter a Keyword – one word is better than a phrase

c) Select a Command/Location or Select “All”

d) Select a Process or Select “All”

e) Click on “**Search**”

DCT: Labor Assignment


Search Activities
Step1:Enter a keyword Step2:Select a location Step3:Select/deselect processes to searchStep4:Click "Search".
Keyword
fuel
Search
Location
All
(b)
(c)
(e)
(d)
Process
01.1 - Air Operations
The Air Operations installation core business area includes all functions and subfunctions that are in direct operational support of the airfield. Operations include support of aircraft operations, ground servicing of aircraft, passenger processing, and cargo handling. Air Operations has two functions; Airfield Operations and Aviation Support.
01.2 - Port Operations
The Port Operations Core Business Area includes all functions and subfunctions that are in direct operational support of the port. This includes the operation and maintenance of small craft and tugs, berthing and hotel services, operation of the port operations center, and pilot services. Port Operations has two functions: Port Services and Other Port Operations.
01.3 - Operations Support
Operations Support is a Core Business Area that includes functions and subfunctions that are accomplished by BOS funded activities in support of operational missions. Operations Support has two functions: Other Operations Support and Supply.
02.1 - Personnel Support
The Personnel Support Installation Core Business Area includes all functions and subfunctions that provide products and services that support the quality of life of military personnel (active and retired) and their eligible dependents. Personnel Support has five functions: Morale,
02.2 - Housing
The Housing Installation Core Business Area includes all functions and subfunctions that provide support to accomplish the housing of military personnel, their eligible dependents and authorized civilians, and either permanent or transient shelter to all eligible personnel. Housing has
03.1 - Facility Support
A Core Business Area that includes functions, subfunctions and Activities that provide all facets of Public Works services. In general, these services include facilities management, minor construction and alteration, facility planning and engineering, facility maintenance (SRM), utilities,

Supervisor or Designated Personnel Training

- ACOSs & Deputies
- Directors
- PMs
- TRCOs
- Contract Managers
- Designated Personnel

Data Collection Tool – Supervisor Assignments

Supervisors will fill out group and non-labor assignments for their organizations. When there are multiple supervisors in the same organization (identified by org code), only one supervisor needs to complete the group and/or non-labor assignments in the DCT.

Supervisor & Designated Personnel Training

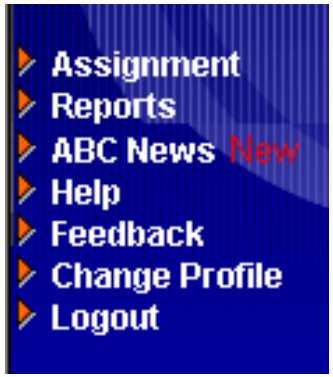
In addition to completing their own labor assignments, some personnel are responsible for completing some of the following assignments:

- Group Labor Assignment - Supervisors by Org Code
- Non-Labor Assignment - OPTAR Managers
- Activity Driver Quantities - Key Personnel Identified by PMs
- Activity-to-Customer Assignment – N/A

Org code supervisors will also have access to the following DCT Assignment Reports:

- Labor
- Non-Labor
- Group
- Employee
- Driver Quantity
- Activity-Customer (N/A)

DCT: Group Labor Assignment



Use the Left Navigation Menu to access the Group Assignment

- Click the triangle to reveal submenu
- Click **Group** to go to the beginning screen for that assignment

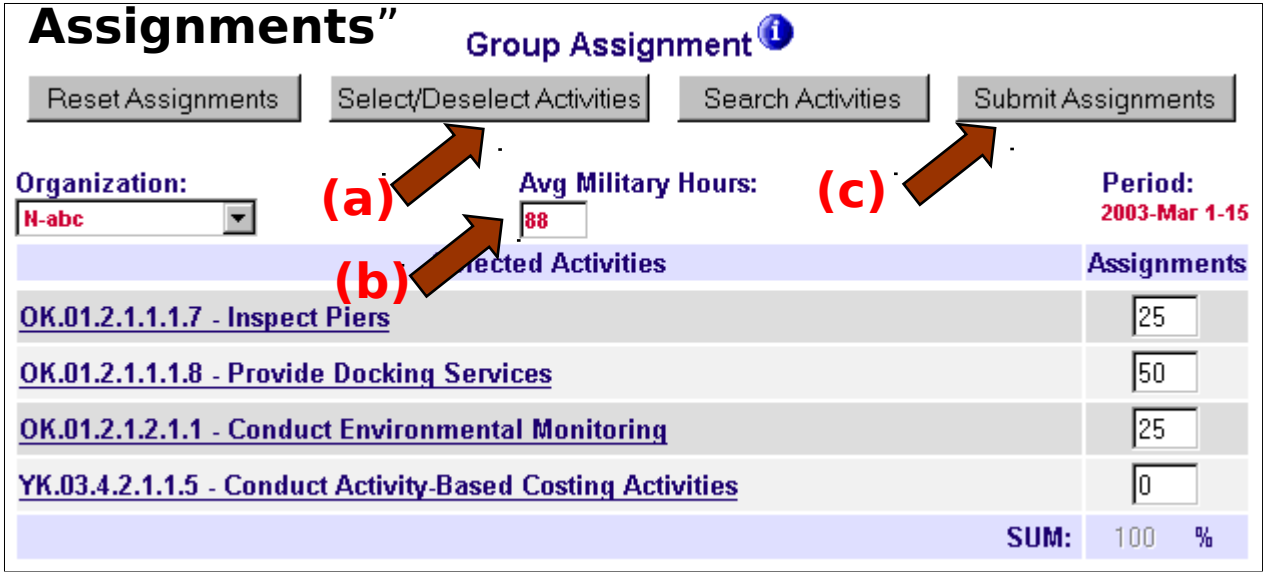
DCT: Group Labor Assignment

Create Activity List

a) To edit (or create) activity list, click on "**Select/Deselect Activities**"

b) In the Military Hours box type in average hours worked per military person included in this Group Assignment for this period (total military hours for group divided by total # of military personnel)

c) Enter "Group" percentages and click on "**Submit Assignments**"

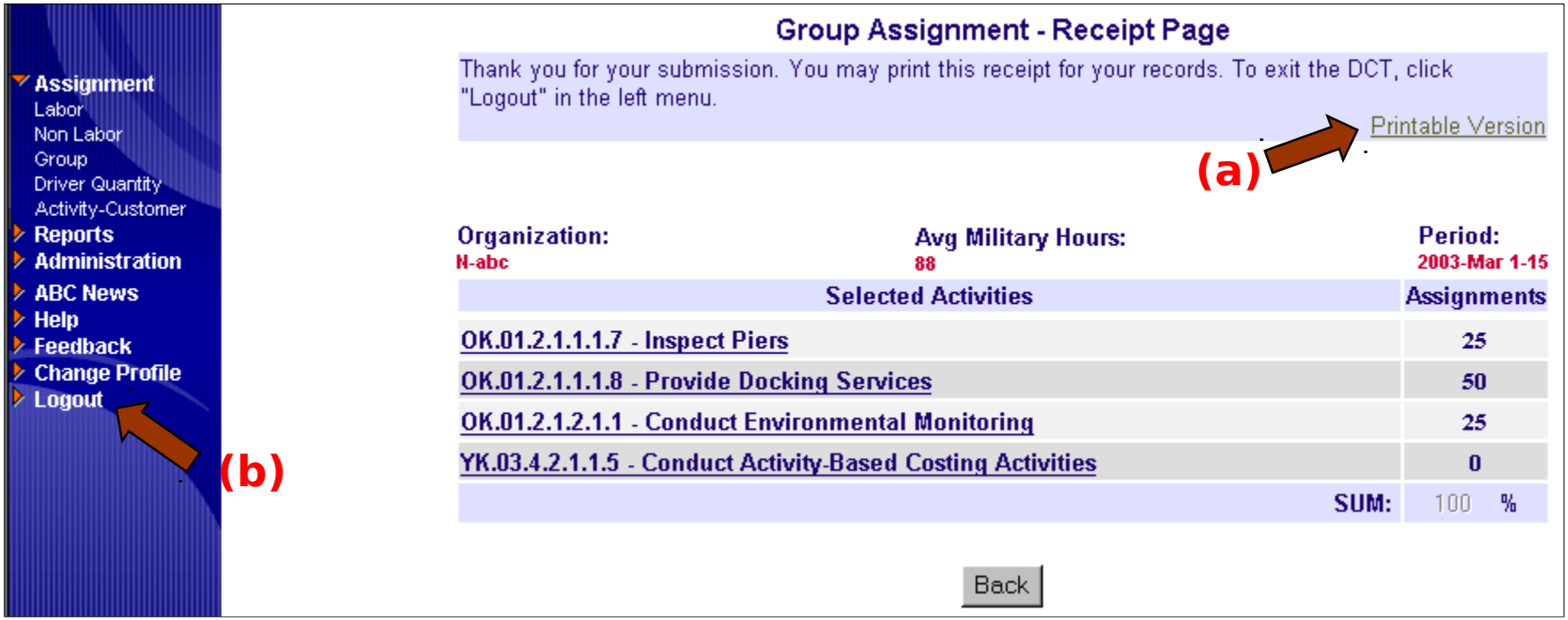


DCT: Group Labor Assignment View Page

View Receipt Page

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation menu



DCT: Non-Labor Assignment

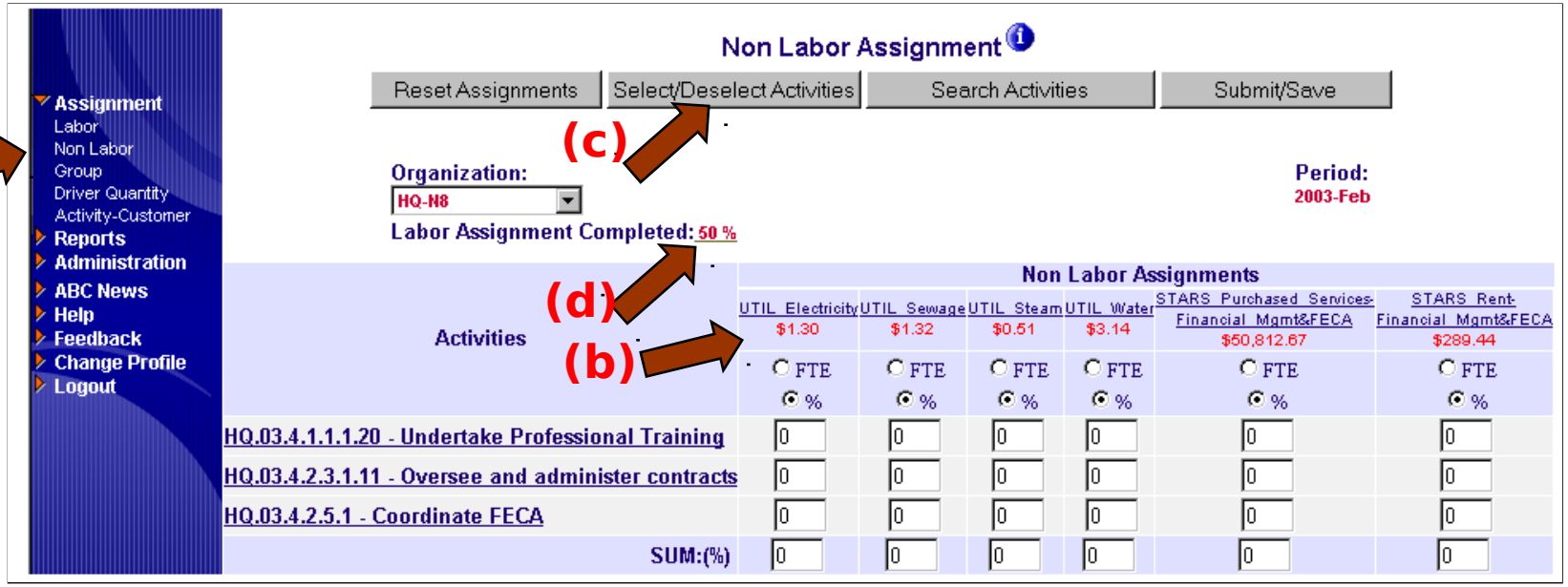
View Non-Labor Categories

a) Click "**Assignment**" on left navigation menu, choose "**Non-Labor**"

b) Review Non-Labor Categories

c) To edit (or create) activity list, click "**Select/Deselect Activities**"

d) To view FTE assignment, click Labor Assignment Completed, "**__%**"



DCT: Non-Labor Assignment

Non-Labor Dollars may be assigned to Activities by two methods, **FTE** or **%**

- FTE - The FTE option assigns that expense element according to the aggregated labor %s that the organization (e.g., branch) assigned to activities. (FTE does NOT mean “Full-Time Equivalent” in this case)

- Percentages (%) - The % option assigns that expense element to selected activities by percentages

Each non-labor category’s sum must = 100%

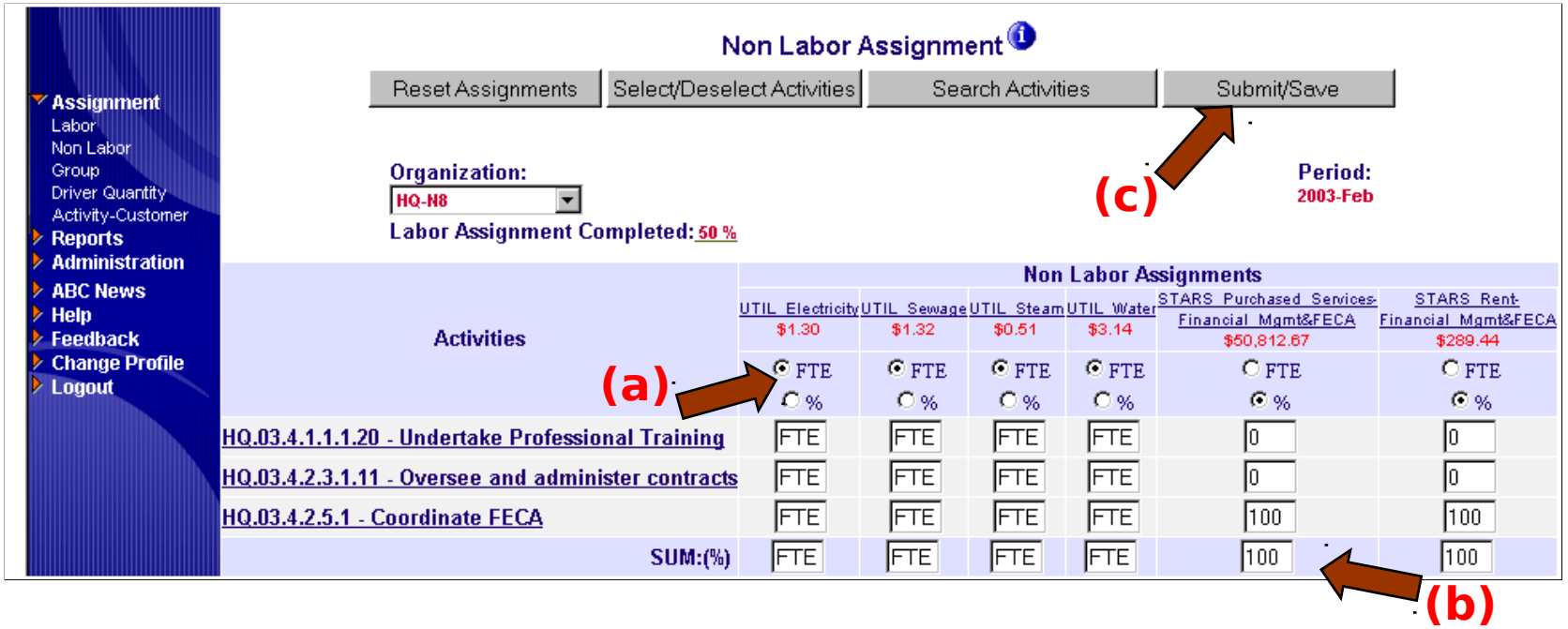
DCT: Non-Labor Assignment

Assign Non-Labor Dollars to Activities

a) For each non-labor category, select “FTE” or “%”

b) Enter %s where appropriate

c) Click “**Submit/Save**”

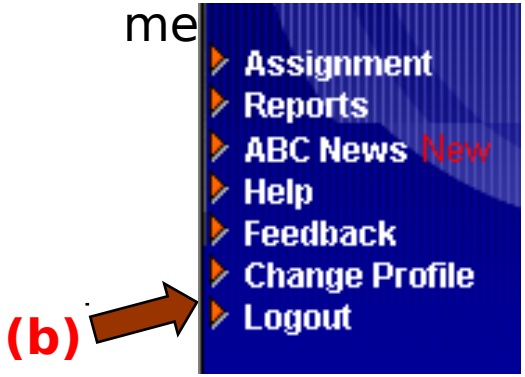


DCT: Non-Labor Assignment View Page

View Receipt Page and Exit Application

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation menu



Non Labor Assignment - Receipt Page

Thank you for your submission. You may print this receipt for your records. To exit the DCT, click "Logout" in the left menu.

Printable Version

(a)

Organization: HQ-N8

Period: 2003-Feb

Percentage Assignments

Activities	Non Labor Assignments	
	STARS_Purchased_Services-Financial_Mgmt&FECA	STARS_Rent-Financial_Mgmt&FECA
	$50,812.67	$289.44
HQ.03.4.1.1.1.20 - Undertake Professional Training	0.00	0.00
HQ.03.4.2.3.1.11 - Oversee and administer contracts	0.00	0.00
HQ.03.4.2.5.1 - Coordinate FECA	100.00	100.00
SUM:(%)	**100.00**	**100.00**

FTE Assignments

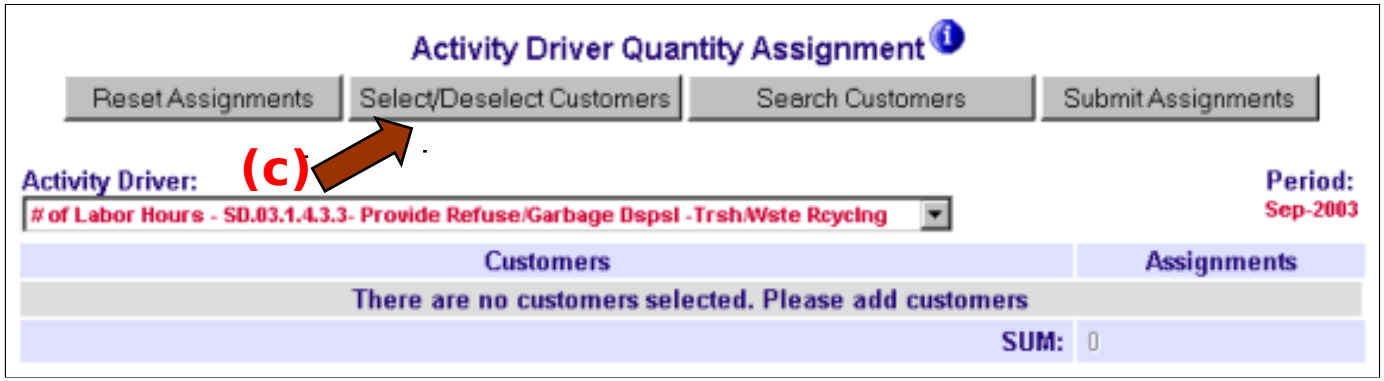
Selected Activities	Non Labor Assignments			
	UTIL_Electricity	UTIL_Sewage	UTIL_Steam	UTIL_Water
	$1.30	$1.32	$0.51	$3.14
HQ.01.3.2.1.1 - Perform Supply Program Management	7.00	7.00	7.00	7.00
HQ.01.3.2.4.1.1 - Coordinate Stock Control / Requisitions	3.50	3.50	3.50	3.50
HQ.01.3.2.5.1 - Provide Warehousing Services	2.00	2.00	2.00	2.00
HQ.01.3.2.5.2 - Manage Personal Property	8.00	8.00	8.00	8.00
HQ.03.4.1.1.1.13 - Conduct Command Contract Oversight	3.50	3.50	3.50	3.50
HQ.03.4.1.1.1.15 - Provide Travel Services	1.00	1.00	1.00	1.00
HQ.03.4.1.1.1.16 - Provide Input to Data Calls	4.00	4.00	4.00	4.00
HQ.03.4.1.1.1.20 - Undertake Professional Training	2.00	2.00	2.00	2.00
HQ.03.4.1.1.1.21 - Undertake Military & other Collateral Duties	17.50	17.50	17.50	17.50
HQ.03.4.1.1.1.23 - Provide Administration Support	4.00	4.00	4.00	4.00
HQ.03.4.1.1.1.8 - Conduct Special and Periodic Reviews	5.50	5.50	5.50	5.50
HQ.03.4.2.3.1.10 - Manage Travel Card Program	14.00	14.00	14.00	14.00
HQ.03.4.2.3.1.11 - Oversee and administer contracts	2.00	2.00	2.00	2.00
HQ.03.4.2.3.1.4 - Perform Accounting Reconciliation&Follow Ups	2.50	2.50	2.50	2.50
HQ.03.4.2.3.1.5 - Manage Purchase Card Program	14.50	14.50	14.50	14.50
HQ.03.4.4.1.1 - Provide Drugs & Alcohol Support Services	9.00	9.00	9.00	9.00
SUM:(%)	**100.00 (apprx.)**	**100.00 (apprx.)**	**100.00 (apprx.)**	**100.00 (apprx.)**

DCT: Activity Driver Quantity Assignment

a) Click on Assignment in left navigation menu, then choose "**Driver Quantity**"

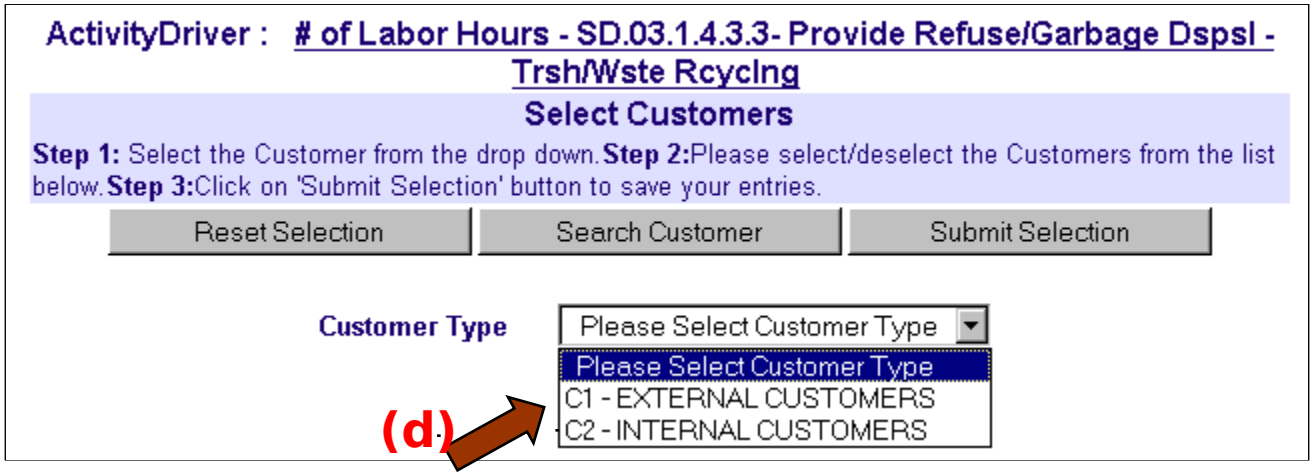
b) Choose an Activity with associated Activity Driver from the drop down menu

c) Select the Customers by clicking the "**Select/Deselect Customers**" button



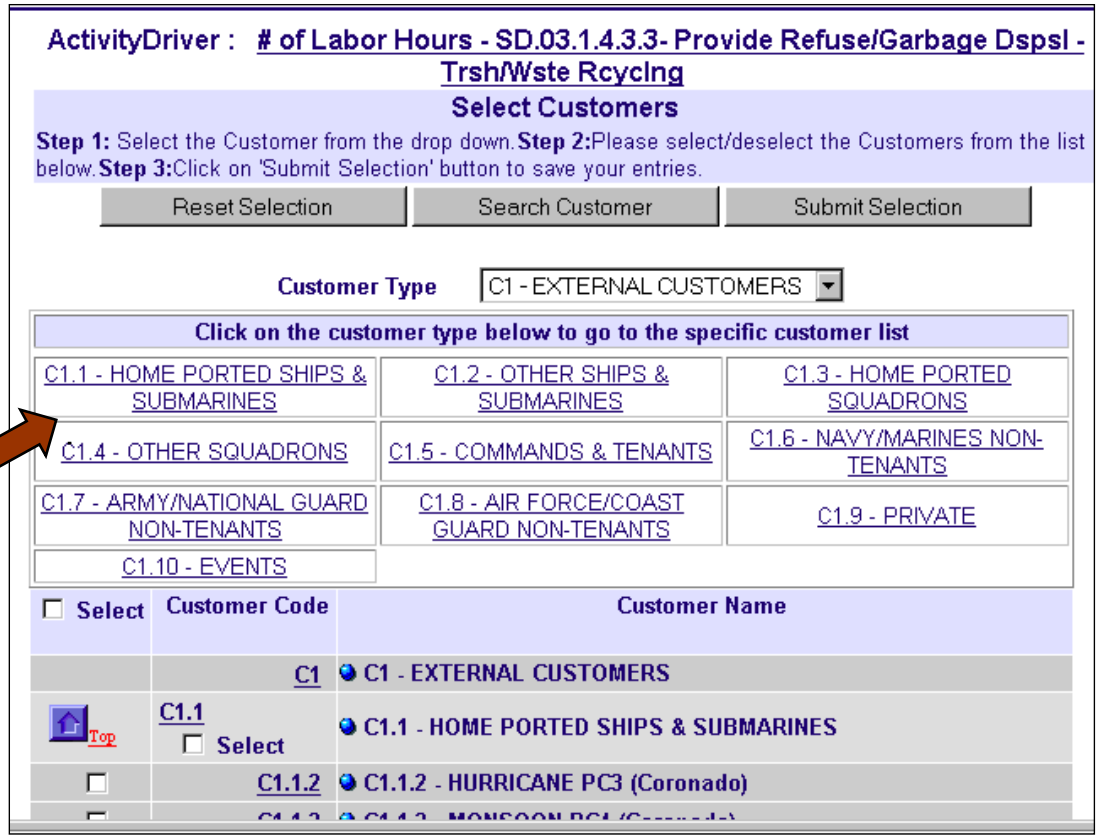
DCT: Activity Driver Quantity Assignment

d) Select Customer Type (i.e., External or Internal) from drop-down box


ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcyclng
Select Customers
Step 1: Select the Customer from the drop down. Step 2:Please select/deselect the Customers from the list below. Step 3:Click on 'Submit Selection' button to save your entries.
Reset Selection
Search Customer
Submit Selection
Customer Type
Please Select Customer Type
Please Select Customer Type
C1 - EXTERNAL CUSTOMERS
C2 - INTERNAL CUSTOMERS
(d)

DCT: Activity Driver Quantity Assignment

e) Select Customer category to access customers for a specific category


ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcycing
Select Customers
Step 1: Select the Customer from the drop down. Step 2: Please select/deselect the Customers from the list below. Step 3: Click on 'Submit Selection' button to save your entries.
Reset Selection
Search Customer
Submit Selection
Customer Type
C1 - EXTERNAL CUSTOMERS
Click on the customer type below to go to the specific customer list
C1.1 - HOME PORTED SHIPS & SUBMARINES
C1.2 - OTHER SHIPS & SUBMARINES
C1.3 - HOME PORTED SQUADRONS
C1.4 - OTHER SQUADRONS
C1.5 - COMMANDS & TENANTS
C1.6 - NAVY/MARINES NON-TENANTS
C1.7 - ARMY/NATIONAL GUARD NON-TENANTS
C1.8 - AIR FORCE/COAST GUARD NON-TENANTS
C1.9 - PRIVATE
C1.10 - EVENTS
Select
Customer Code
Customer Name
C1
C1 - EXTERNAL CUSTOMERS
Top
C1.1
Select
C1.1 - HOME PORTED SHIPS & SUBMARINES
C1.1.2
C1.1.2 - HURRICANE PC3 (Coronado)

(e)

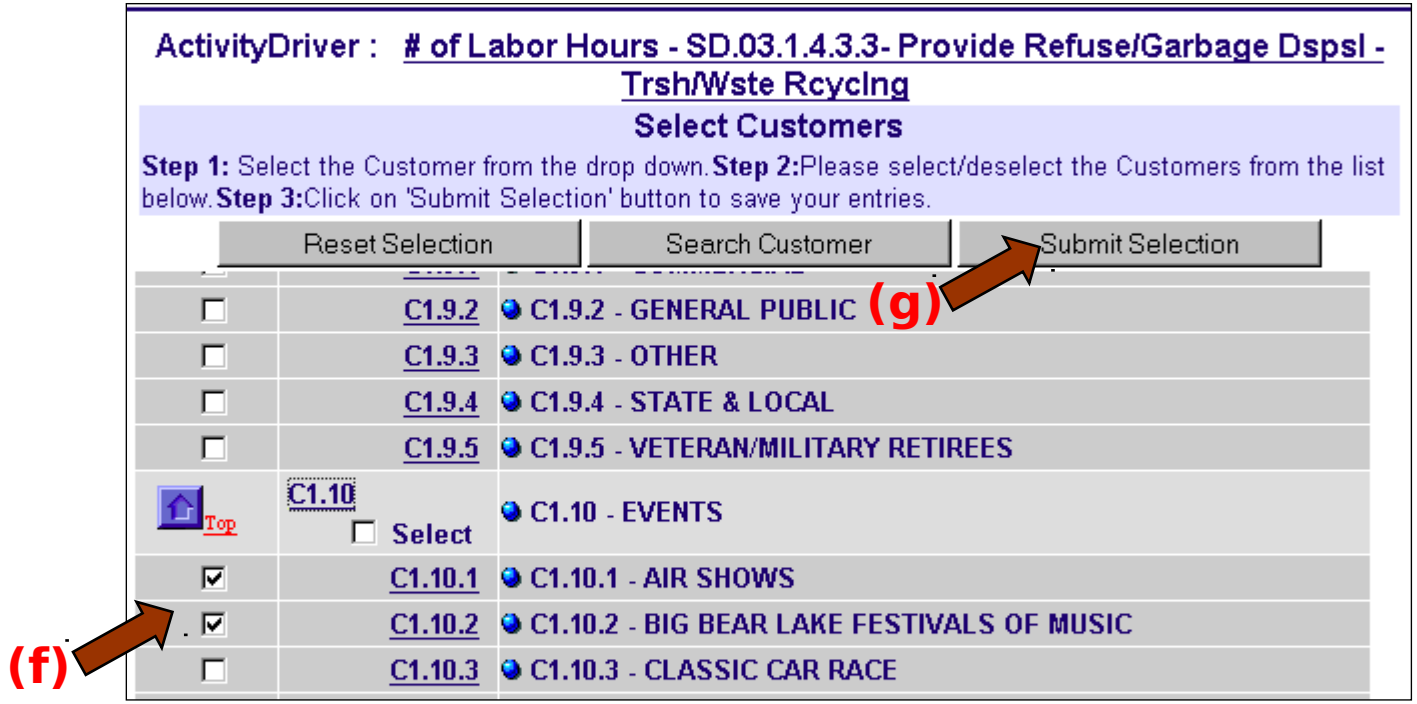
You may also select Customers by simply scrolling down the list

To conduct a keyword search for customers, click “Search Customer”

DCT: Activity Driver Quantity Assignment

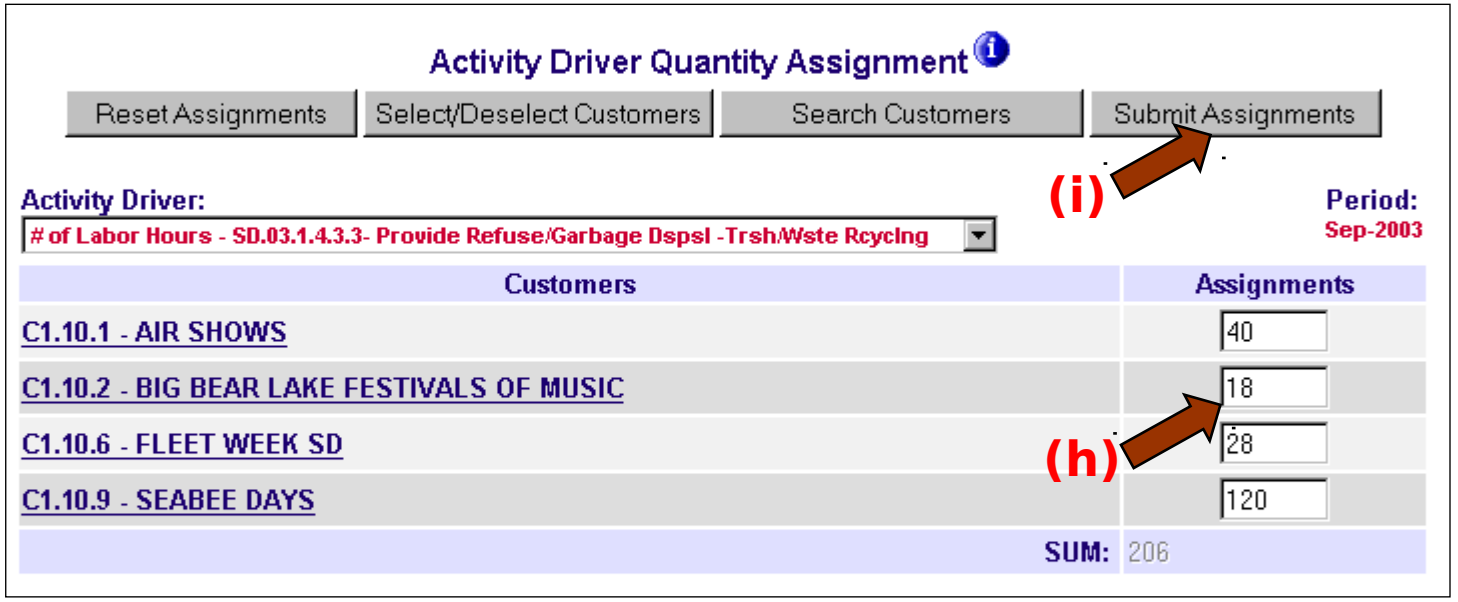
f) To select Customers, click inside box beside each Customer for this activity

g) Click "**Submit Selection**"


ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcyclng
Select Customers
Step 1: Select the Customer from the drop down. Step 2:Please select/deselect the Customers from the list below. Step 3:Click on 'Submit Selection' button to save your entries.
Reset Selection
Search Customer
Submit Selection
(g)
C1.9.2 C1.9.2 - GENERAL PUBLIC
C1.9.3 C1.9.3 - OTHER
C1.9.4 C1.9.4 - STATE & LOCAL
C1.9.5 C1.9.5 - VETERAN/MILITARY RETIREES
Top
C1.10 Select
C1.10 - EVENTS
C1.10.1 C1.10.1 - AIR SHOWS
C1.10.2 C1.10.2 - BIG BEAR LAKE FESTIVALS OF MUSIC
C1.10.3 C1.10.3 - CLASSIC CAR RACE
(f)

DCT: Activity Driver Quantity Assignment

h) Enter Activity Driver Quantity (e.g., # of Labor Hours)
i) Click "**Submit Assignments**"

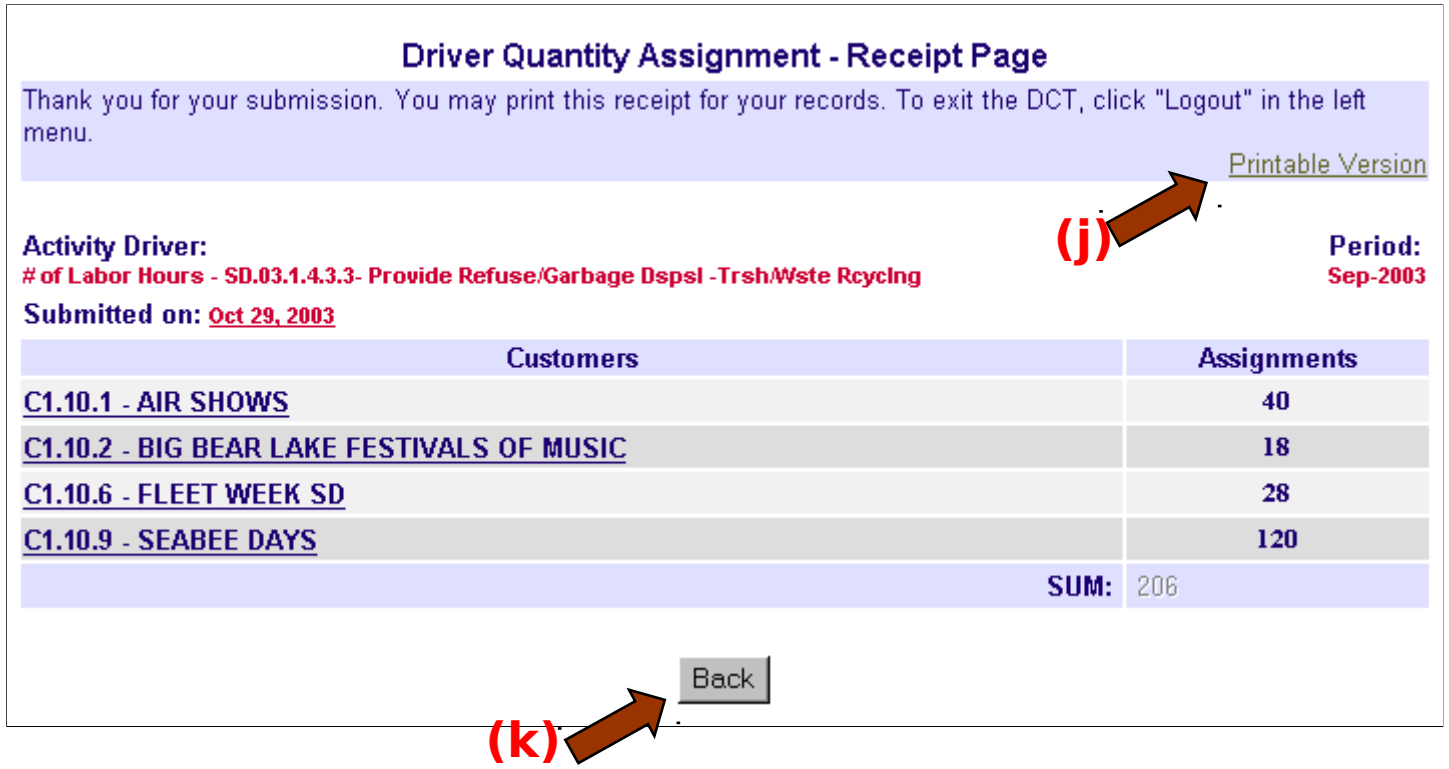


Note: Contact the ABC Team and request "replication" for all activities that use the same customers, activity driver, and driver quantities

DCT: Activity Driver Quantity Assignment View Page

View Receipt Page and Print

j) Click "**Printable Version**" to print out a receipt
k) Click "**Back**" to edit and resubmit



DCT Reports

The DCT generates the following status reports:

- **Labor**
- **Non-Labor**
- **Group**
- **Employee**
- **Driver Quantity**
- **Activity-Customer (N/A)**

The Labor Status Report will display all the employees (civilian and military) within your designated organization identified by Org Code. These lists have been pulled from various CNRMA legacy systems. Check to see if the list is correct and please contact the ABC Helpdesk with any corrections. Sample reports follow.

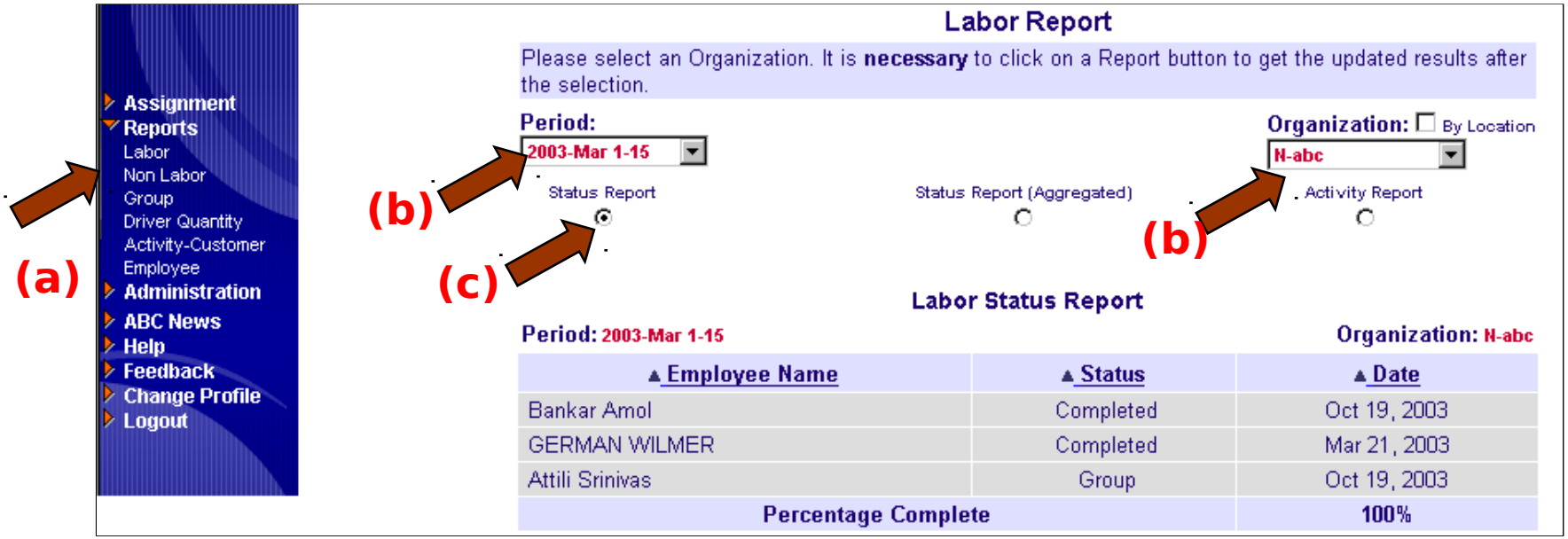
DCT Assignment Reports

1. Labor Report

a) Click Reports on the left navigation menu, then choose "**Labor**"

b) Choose Period, Organization

c) Select type of report you want to see



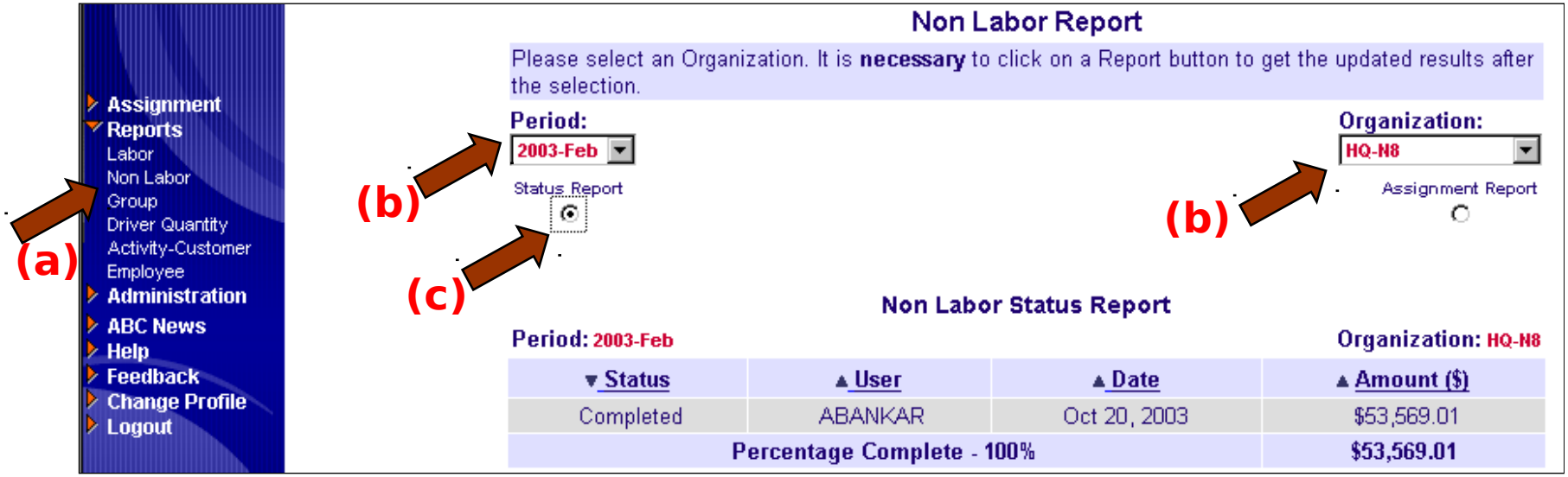
DCT Assignment Reports

2. Non-Labor Report

a) Click Reports on the left navigation menu, then choose "**Non-Labor**"

b) Choose Period and Organization

c) Select type of report you want to see



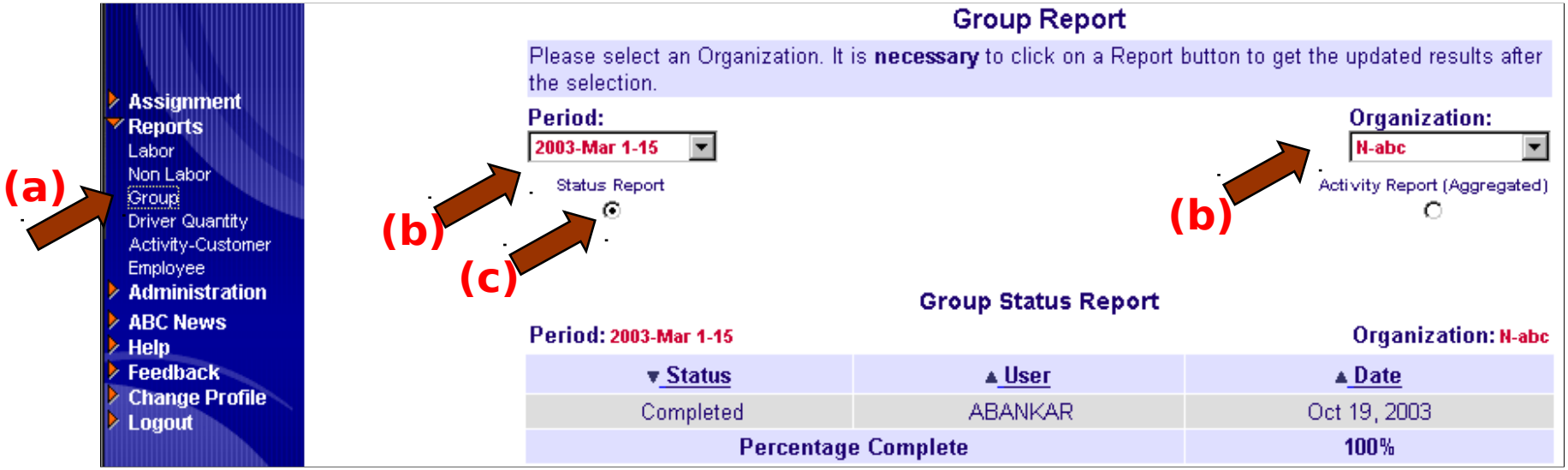
DCT Assignment Reports

3. Group Report

a) Click Reports on the left navigation menu, then choose "**Group**"

b) Choose Period, Organization, and Type of Report

c) Select type of report you want to see

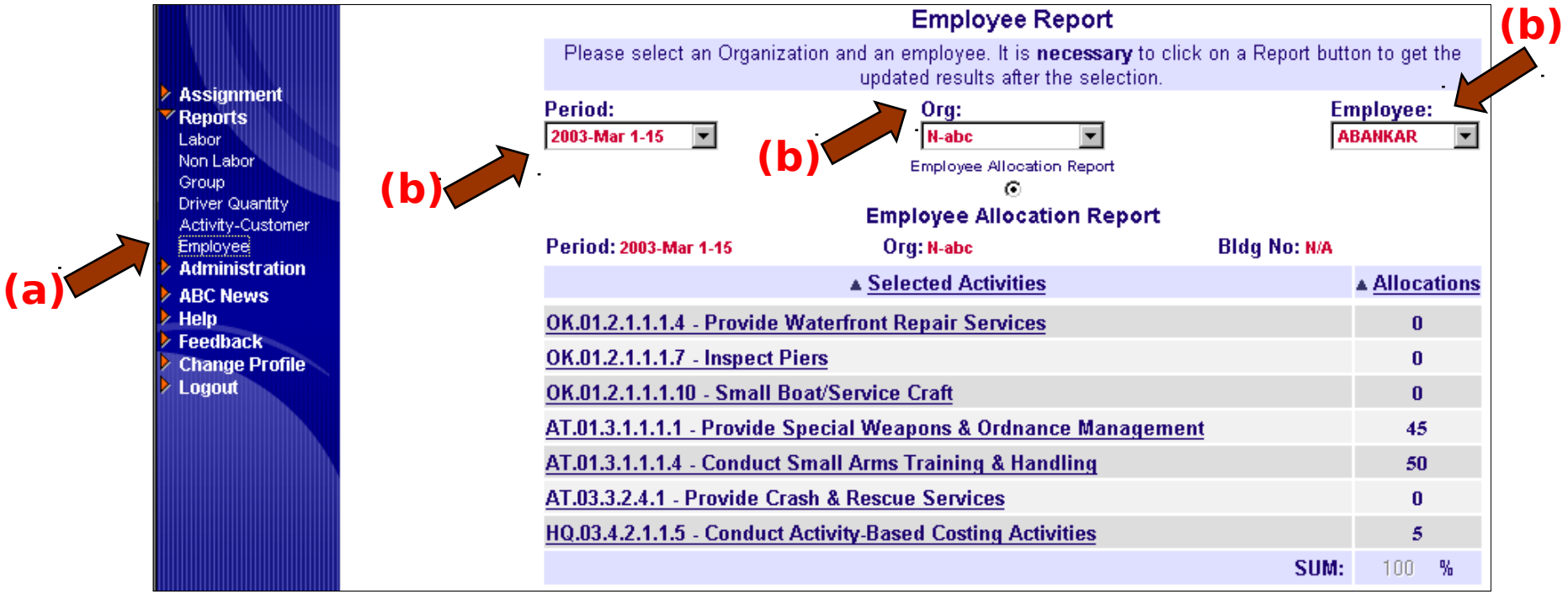


DCT Assignment Reports

4. Employee Report

a) Click Reports on the left navigation menu, then choose "**Employee**"

b) Choose Period, Organization, and Employee



DCT Assignment Reports

5. Activity Driver Quantity Report

a) Click Reports on the left navigation menu, then choose "**Driver Quantity**"

b) Choose Period, Organization, and Activity Driver associated with Activity

c) Click "Driver Quantity Assignment Report